



Mobile Food Vending Park Use Permit

APPLICATION PROCESS

1. Contact the James City County Parks & Recreation Department at 757-259-5395 to request a Mobile Food Vending Park Use Permit Application packet or download an application at www.jamescitycountyva.gov/recreation.
2. A completed application must be submitted along with a \$25 non-refundable application fee, no later than 30 days prior to the start of the proposed first use date. The following items are also required to be submitted with the application:
 - A Certificate of Insurance indemnifying James City County, Virginia, in the amount of \$1,000,000 against liability in case of injury.
 - Mobile Food Vending Zoning Permit from James City County.
 - Proof of Business. A copy of the applicant's Business License that is on file with the James City County Commissioner of the Revenue's office shall be included with the permit application.
3. Once the review by appropriate Parks & Recreation staff is completed the application will be approved, denied or, if required, will be sent back to the applicant for additional information.
4. Once the application is approved in final form, the remaining fees will be submitted by the applicant and processed by the Parks Division.
5. All other fees are due 10 days in advance of the start of the event. The approved permit will be issued to the applicant no later than five working days after the final payment has been processed.
6. Permits are issued on a first come, first served basis.

FEES

Non-Refundable Application Fee:	\$25
1 Day – 2 Hours Max:	\$75 per park
1 Day – 4 or More Hours:	\$150 per park
1 Month Permit (3-5 days per week, Monday-Friday, 2 hours per day):	\$500 per park
1 Month Permit (3-5 days per week, Monday-Friday, 4 or more hours per day):	\$750 per park

EXTRA FEES

Saturday or Sunday:	Additional \$50 to 1 Month Permit Fee
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***Denotes actual service hours, does not include set-up/take-down time.*

Certain James City County parks are available to host Mobile Food Vendors. The provisions of Chapter 16 of the County Code authorize the Director of Parks & Recreation to develop and administer County policies, procedures, rules and regulations governing the use of outdoor recreation facilities. In addition to providing such authorization, the **Mobile Food Vending Park Use Permit process will ensure that the service is held at an appropriate park location and does not conflict with other scheduled activities or existing concession operations.**

APPLICABILITY

Any individual and/or business that is interested in using a **designated** James City County park as a location for the delivery of a Mobile Food Vending service is required to obtain a Mobile Food Vending Park Use Permit.

Mobile Food Vendors operating as part of a Special Event or Tournament will follow James City County Parks & Recreation Concession Permit policies.

CONDITIONS

1. Permit requests shall be submitted no later than 30 days before the desired starting date of the program/service.
2. Permits are non-transferable and non-refundable. Weather related changes or refunds must be coordinated and approved by James City County Parks & Recreation.
3. A copy of the Permit Receipt shall be carried by the person in charge of the service while at the park.
4. Services must be held during regular park operating hours unless otherwise permitted. One hour of set-up and one hour of take-down time is included with each permit.
5. Use of equipment that could damage park grounds, park amenities or pose a hazard to the general public is prohibited.
6. Assigned use of park areas are non-exclusive and in an “as-is” condition. No additional services such as electricity, water, portable restrooms, etc., will be provided. No tents, canopies, stakes, posts, signs or any other items may be used without prior permission from James City County Parks & Recreation.
7. Violations of the Permit conditions or any James City County Codes may result in revocation of the Permit on a temporary or permanent basis.
8. Any requested changes to the permitted service shall be approved in advance by James City County Parks & Recreation.
9. James City County Parks & Recreation reserves the right to limit the number of Mobile Food Vending Park Use Permits issued.
10. Permits are not renewable. Applicants must reapply for a new Permit at the end of the Permit period.



Mobile Food Vending Park Use Permit

Applicant Name: _____

Business Name: _____

Address: _____

Day Phone: _____ Evening Phone: _____ Fax: _____

Email Address: _____ Business Website: _____

Truck Type: _____ Truck Size: _____

Starting Date: _____ Ending Date: _____

CHECK BOX	PARK	1 DAY, 2 HRS	1 DAY, 4 OR MORE HRS	1 MONTH (M-F), 2 HRS/ DAY	1 MONTH (M-F), 4 OR MORE HRS/DAY	START TIME	END TIME
	Little Creek Reservoir Park						
	Veterans Park						
	Jamestown Beach Event Park						
	Freedom Park						
	Chickahominy Riverfront Park						
	Upper County Park						
	Warhill Sports Complex						

Days of Week: ☐ MON ☐ TUES ☐ WED ☐ THUR ☐ FRI ☐ SAT ☐ SUN

List All Food Items (or attach menu):

By signing below, I agree to abide by the Mobile Food Vending Park Use Permit conditions.

Signature: _____ Date: _____

Approved by James City County: _____